

**Coalition of Northeastern Governors
CONEG Policy Research Center, Inc.
Job Posting for Executive Director**

Executive Director

Coalition of Northeastern Governors/CONEG Policy Research Center, Inc.

About CONEG and the CONEG Center: The Coalition of Northeastern Governors (CONEG) is a non-partisan association of the governors of the northeast states, created to encourage intergovernmental cooperation on issues affecting the economic, social and environmental well-being of the region. Through the exchange of information and cooperative action on issues of mutual interest, CONEG offers a regional voice for the member governors to articulate and act on their shared concerns.

The CONEG Policy Research Center, Inc. (Center) is the non-partisan, 501(c)(3) non-profit organization that is the staff arm to the CONEG Governors. Staff works with the Advisory Committee and other committees to identify regional concerns, formulate regional perspectives, and carry out regional programs on behalf of the governors. The Center offers an efficient means to monitor and understand the regional implications of federal issues. It also provides secretariat support to the separate Conference of New England Governors and Eastern Canadian Premiers (NEG/ECP). Staff do not engage in advocacy or lobbying activities.

Position Summary:

The executive director of the CONEG Policy Research Center, Inc. is the chief liaison to Governors and states on issues and business matters pertaining to the CONEG governors and the NEG/ECP. The executive director is the chief executive, general administrative officer and secretary for the Center.

Key Duties & Responsibilities:

- Works with the Board of Directors to develop regional priorities and goals for the organization. Provides strategic direction to design and implement internal and external policies, work plans and activities to meet these regional priorities.
- Has fiduciary responsibility for the Center, including budget development and management as well as corporate, audit and tax filings.
- Staffs the Governors, Advisory Committee and Board of Directors on CONEG issues and activities, including reporting on the work of CONEG and NEG/ECP committees and other regional organizations. As Secretary, the executive director is an ex-officio member of the Board.
- Works with member states to develop content and provide logistics support to CONEG governors, committees and working groups, including governors' discussions, meetings of senior state officials and the CONEG and NEG/ECP program committees, and the Annual Conference of the New England Governors and Eastern Canadian Premiers.
- Monitors and reports on regional, federal and national policy issues of interest to CONEG and assesses implications for the region.
- Works directly on substantive analysis of priority issues and, with other Center staff, provides oversight and support to CONEG and NEG/ECP program committees. May directly participate in CONEG regional programs and projects.
- Manages and participates in regular monitoring and non-partisan reporting on congressional developments of regional interest to member states.

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- Works with the Advisory Committee to communicate priority interests and activities.
- Oversees and contributes content for internal and external CONEG reports.
- Manages the staff, daily operations and finances of the Center.
- Represents CONEG to other organizations and groups; develops and maintains professional networks with other regional/national organizations, including key stakeholders and other groups that serve the region.
- Other duties as necessary.

Qualifications, Skills and Requirements:

- Working knowledge of northeast state and regional issues. Having a professional network of northeast state and regional contacts is a plus.
- Able to work with individuals with diverse interests and viewpoints in an objective, non-partisan manner.
- Able to negotiate among states, and between the states and eastern Canadian provinces, on sensitive issues.
- Minimum of three-five years of experience working in a state and/or non-profit policy organization or related field, including solid financial and budget management experience.
- Experience managing a small team of professional and support staff. Able to work independently and as part of a team.
- Strong initiative and problem solving skills, with ability to prioritize, multi-task, and meet deadlines in a fast-paced environment.
- Self-motivated, able to work with minimum supervision or direction; able to seek direction and assistance as needed.
- Strong written and oral communication and facilitation skills including effective networking and consensus-building.
- Available outside normal business hours when necessary to achieve organizational priorities and meet deadlines.
- Detail and results-oriented with strong organizational skills.
- Bachelor's degree in relevant area; advanced degree a plus.
- Experience with Microsoft office products.
- Some regional travel is required.
- Position is located in Washington, D.C.

Salary & Benefits: Competitive salary and benefits package commensurate with experience. This is a full-time, exempt position. Please submit salary requirements.

CONEG Policy Research Center, Inc. is an equal opportunity employer. To apply, submit a cover letter and résumé to:

CONEG Policy Research Center, Inc.
400 N. Capitol Street, NW, Suite 382
Washington, D.C. 20001
coneg@ssso.org – Attention: Executive Director Position

Review of applications will begin on December 18, 2015. No phone calls please.